



United States
Environmental Protection
Agency

Office of
Solid Waste
Washington, DC 20460

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Electronic Reporting Guide for the 1997 Hazardous Waste Report



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1.0 PURPOSE

This document is designed to provide instruction and guidance for filers of *1997 Hazardous Waste Report, Instructions and Forms (EPA 8700-13A/B)* who wish to file parts of their reports electronically. The 1997 Report instructions are referenced throughout this document. Users of this document must have in their possession a complete copy of the *1997 Hazardous Waste Report, Instructions and Forms*. This document is intended for use as a supplement to the *1997 Hazardous Waste Report, Instructions and Forms* and should not be used without them.

When preparing an electronic submission, do **not** use previous versions of this document. Respondents filing for the *1997 Hazardous Waste Report, Instructions and Forms* should only use the *Electronic Reporting Guide for the 1997 Hazardous Waste Report*.

The *1997 Hazardous Waste Report, Instructions and Forms* can be acquired from each state's environmental agency.

Acceptance of electronic reporting varies from state to state. If you did not receive this document from the state environmental agency to which you are reporting, contact that agency and confirm their acceptance of electronic submissions or call the EPA RCRA, Superfund, and EPCRA Hotline at 1-800-424-9346 (703-412-9810 in the Washington, D.C., metropolitan area). The Hotline operates Monday through Friday from 9:00 a.m. to 6:00 p.m. (Eastern Standard Time), and is closed on Federal holidays.

2.0 WHAT IS ELECTRONIC REPORTING?

Respondents reporting electronically must submit their responses in the flat file format described in this document. It is assumed that filers have access to the programming skills required to correctly translate and/or map their data to the specified flat files. Appendix A contains the technical specifications of the flat files.

The format for electronic reporting is character-based flat files. Because the flat files are loaded directly into a Biennial Reporting System (BRS) database, they must capture the relationships between the data elements as well as the values for each field. Acceptable media type and character set (ASCII/EBCDIC) vary from state to state. Specifications for media and character type must be provided by the state to which you are reporting.

Each of the printed *1997 Hazardous Waste Report* forms is electronically represented by multiple records in multiple flat files similar to relational data tables. When the relationship between an answer block and a specific form page is 1:1 (e.g., Form GM, Section I, Block F), the values are captured in the primary flat file for that form. When the relationship between an answer block and a specific form page is n:1 (e.g., Form GM, Section I, Block B), a secondary flat file is used to capture the values.

Respondents will not necessarily need to produce all flat files; however, if a flat file is produced, it will contain one or more lines (records) of information. Each line in a flat file constitutes one record. Records consist of multiple fields defined by starting and ending column positions. ASCII flat files stored on DOS-formatted media must be terminated by a carriage return or line feed character. The records are linked across the flat files by key fields. All records with identical key field values in the same flat file group comprise one completed form page.

3.0 RULES AND PROCEDURES FOR ELECTRONIC REPORTING

The following procedures must be followed to ensure that the information is properly submitted:

- Only Hazardous Waste Report Forms GM, WR, and OI may be submitted electronically. Form IC must be submitted on the printed form.
- A submission may contain forms of one type in electronic format and forms of another type in paper format. For example, a facility could submit all WR forms in electronic format and all other form types on printed forms.
- All pages of a specific form type (GM, WR, or OI) must be submitted in the same format. For example, if you choose to submit one GM form response electronically, then you must submit all GM forms electronically; if you submit one Form WR on a printed form, then you must submit all WR forms on printed forms.
- A complete electronic submission for a particular Report form type (GM, WR, or OI) may not include all flat files for that form. For example, respondents submitting Form GM data electronically in a state requiring only EPA waste codes would omit the "G3" flat file from their electronic submission. This is because the "G3" file is used to store state hazardous waste codes only. Thus, files determined to be correctly null or empty should be omitted; however, the respondent should list any intentionally omitted flat files on the state's "Site Transmittal Form."
- Data must be submitted using a media type and character set specified by the state to which you are reporting. This information may be obtained from the state's "Site Transmittal Form," which should be contained in Appendix D of this document. Contact the state to which you are reporting for further information.
- All data must reside in the proper flat files as specified in this document.
- All codes used in the electronic submission must be from the code lists found in the *1997 National Hazardous Waste Report, Instructions and Forms*.
- Once the data have been written to the transfer media, the media should be tested to ensure readability and correctness of the data.

- Media should be labeled with the respondent's EPA identification number, the names of files contained on the media, and, if more than one tape or disk is used, the write sequence should be indicated (e.g., Disk 1 of 2, Disk 2 of 2). Any information or instructions required to correctly retrieve the flat files from the media must be provided.
- The respondent should retain a backup copy of the media as a record of the submission and for use in the event the originals are lost or damaged.
- The submission package must contain the respondent's entire response to the *1997 Hazardous Report* including any printed forms. The IC form, which may not be submitted electronically, must be included.
- The submission package should be shipped by a means that is traceable and provides a return receipt. Electronic media should be isolated in packaging that will protect it from magnetic and static electric disturbance.

The package should include:

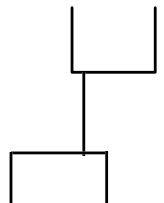
- The respondent's signed IC form.
- A completed "Site Transmittal Form."
- Photocopies of all forms not submitted electronically.
- The electronic media containing the flat file submission.
- Any other information or instructions regarding the electronic submission.

4.0 RULES AND FORMAT CONVENTIONS REQUIRED FOR ELECTRONIC FLAT FILES

This section contains the standards that must be met when writing flat files for electronic reporting. Failure to meet these specifications may result in the rejection of the electronic portion of your *1997 National Hazardous Waste Report* response. Appendix B contains flat file examples.

4.1 Naming the Flat Files

The flat file names must conform to the following naming conventions. Each flat file name is a combination of the reporter's EPA identification number and the alphanumeric flat file identifier. Each filename begins with the letter "H" followed by the characters 4 through 10 of the reporter's EPA ID, followed by a period (.), followed by the two-character flat file identifier, and ends with the eleventh character in the respondent's EPA ID.



The R1 flat file would be named: **H1234567.R11**
...etc.

Examples of incorrect and correct entries for an integer field defined with a length of five are in the following table.

INCORRECT	CORRECT
1	00001
10,000	10000
750.25	00750

4.4 Fixed Decimal Fields

Fixed place decimal fields are identified in Appendix A as type "D2" fields.

For all "D2" field entries, the value must explicitly represent two places following the decimal. Zero (0) filling of leading and/or trailing spaces is required.

The period (.) character, representing the decimal, must be included in the proper column position. The field length includes the decimal character. The comma (,) character is not allowed.

Although some answer blocks on the printed forms may provide for only one decimal place, electronic reporting always requires that two decimal places be represented in D2 fields.

Examples of incorrect and correct entries in a type D2 field with a length of nine are in the following table.

INCORRECT	CORRECT
56.89	000056.89
10,0032.1	100032.10
987654	987654.00

4.5 Floating Decimal Fields

Floating decimal fields are identified in Appendix A as type "FD" fields.

Type "FD" fields allow the decimal point to be placed at any column position within the field or omitted. Zero (0) filling of leading and/or trailing spaces is required. The comma (,) character is not allowed.

4.6 Key Fields

This section contains a description of key fields that are required in flat files.

4.6.1 EPA Identification Number, Field 1

The first field in all flat file records, except the Control file (CL), is always an alphanumeric field with a length of 12. This field always contains the respondent's EPA identification number.

4.6.2 Page Number, Field 2

The second field in all flat file records, except the Control file (CL), is always an integer field with a length of five. This field contains the form page number associated with the information in the record.

Each form in the *1997 Hazardous Waste Report, Instructions and Forms*, gathers descriptive data about specific hazardous wastes, management systems, or handlers. The following conventions must be used when assigning page numbers to records in each type of flat file.

4.6.2.1 Form GM Page Number

Form GM collects data associated with a single reported waste. Respondents must complete one Form GM for each reported waste generated or managed during the reporting cycle. Thus, each page number for the GM flat file records represents a single reported waste. All "G" flat file records containing data associated with the same waste being reported will have the same page number. Page number takes the value of "00001" for the first reported waste (Form GM) being reported and is incremented by one with each following reported waste.

4.6.2.2 Form WR Page Number

Form WR collects data associated with each reported waste that was received from off-site. The page number for the WR flat file represents a single reported waste received from off-site. All "R" flat file records containing data associated with the same received waste being reported will have the same page number. Page number takes the value of "00001" for the first received waste (Form WR waste) being reported and is incremented by one with each separate received waste reported.

NOTE: This relationship varies from the printed Form WR, which allows three received wastes per page.

4.6.2.3 Form OI Page Number

Form OI collects data identifying handlers from whom waste was received, to whom waste was shipped, and all transporters used to ship waste during the reporting cycle. These source, destination, and transporting entities are identified by their EPA IDs, names, and addresses. The page number for the OI flat file records represents a single handler record. The page number takes the value of "00001" for the first handler record being reported, and is incremented by one with each separate handler record reported.

NOTE: This relationship varies from the printed Form OI, which allows five handler records per OI page.

4.7 Sequence Number Fields

Some flat file specifications, such as that for the G2 file, require the respondent to include a sequence number in each record. The sequence number is needed for data elements, such as the waste code, which may occur with multiple values on the same page number. The sequence number takes the value "001" for the first occurrence of the sequenced data element for the page and is then incremented by one with each successive occurrence on that same form page.

NOTE: When sequence numbers are used, records in the file with the same page number must have unique sequence numbers.

4.8 Indicating Don't Know (DK) or Not Applicable (NA)

The *1997 Hazardous Waste Report, Instructions and Forms* do not allow the use of "Don't Know" (DK) or "Not Applicable" (NA).

4.9 Record Termination

Each flat file record must be terminated by a carriage return or line feed.

4.10 Empty Fields

For fields that require no response, the field should be filled with the space character (i.e., blanks).

4.11 Control File

A flat file named the Control file, flat file ID# - CL, must be included whenever data are submitted in flat file format. The control file records contain information describing the flat files being submitted electronically. One control file record is created for each flat file being submitted electronically.

5.0 DISCUSSION OF THE 1997 HAZARDOUS WASTE REPORT FORMS

The Form GM, Form WR, or Form OI may be submitted electronically. Appendix C contains annotated forms that map the flat file fields to the entry on the form.

5.1 Form GM

Form GM captures information regarding the characteristics, management history, and treatment of a waste. The GM Form data is electronically represented in the seven "G" flat files: G1, G2, G3, G5, G6, G7, and G8. The "G4" and "G9" file are omitted because the data stored in them are not requested by the *1997 Hazardous Waste Report, Instructions and Forms*. The records (lines) in each of these flat files contain key fields that link the information about a particular reported waste across the flat files. Each flat file contains one or more records for one or more reported wastes. Each record is linked to one waste by two key fields, EPA ID and GM page number.

NOTE: The secondary key, GM page number, will take an initial value of "00001" for the first waste being reported and be incremented by one for each following waste.

5.2 Form WR

The WR form is used for reporting information regarding wastes received from off-site. Form WR information is reported in the R1, R2, R3, R4, and R5 flat files. The printed Form WR allows three received wastes to be reported on each Form WR page. For the purposes of electronic reporting, only one (1) received waste may be associated with a given WR page number. The received waste being reported is identified in all "R" flat file records by two key fields, EPA ID number and WR page number.

NOTE: The secondary key, WR page number, will take an initial value of "00001" for the first waste being reported and be incremented by one for each following waste.

5.3 Form OI

Form OI identifies handlers from whom waste was received, handlers to whom waste was shipped, and transporters. Form OI information is reported in the O1 and O2 flat files. The printed Form OI allows identification of five sites or transporters on each Form OI page. For the purposes of electronic reporting, only one (1) handler or transporter may be associated with a given OI page number. The handler or transporter being reported is identified in all "O" flat file records by two key fields, EPA ID number and OI page number.

NOTE: The secondary key, OI page number, will take an initial value of "00001" for the first handler or transporter being reported and be incremented by one for each following handler or transporter.

6.0 SOURCES OF INFORMATION AND SUPPORT FOR ELECTRONIC REPORTING

Respondents with questions regarding electronic reporting should first contact the environmental agency of the state in which the facility is located. Respondents may also contact the EPA RCRA, Superfund, and EPCRA Hotline at 1-800-424-9346 (703-412-9810 in the Washington, D.C., metropolitan area). The Hotline operates Monday through Friday from 9:00 a.m. to 6:00 p.m. (Eastern Standard Time), and is closed on Federal holidays.

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APPENDIX A

Technical Specifications for Flat Files

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FLAT FILE ID# - CL						
Source Form: NA		Description: Name and statistical information for each flat file being submitted				
Record Length: 37		Block Size: 3848				
Field Number	Starting Column	Field Length	Data Type	Description	Location on Form	Form Instruction Page
1	1	12	A	File Name	-	-
2	13	1	A	System Required Field: Value = "Y" for all records.		
3	14	8	I	Date Created Format = CCYYMMDD	-	-
4	22	8	I	Record Count	-	-
5	30	8	A	System Required Field: Value = " " (blank) for all records.		
<p>NOTES:</p> <p>The CL control file is used to describe the flat files being submitted electronically. There must be one record in the control file for each flat file being submitted. Each CL record contains a flat file name (Field 1), the date the flat file was created in "CCYYMMDD" format (Field 3), and the number of records (lines) in the flat file (Field 4). Two other system-required fields are also contained in each record. Field 2 is an alphanumeric field with a length of 1 and always takes the value "Y". Field 5 is an alphanumeric field with a length of 8, which is always filled with the "blank" character.</p> <p>When creating the Control File, first list records G1-G8, then R1-R5, and finally, O1-O2. Only list records for files that contain one or more records.</p>						

FLAT FILE ID# - G1						
Source Form: GM		Content: Waste Measurement Information				
Record Length: 101		Block Size: 23432				
Field Number	Starting Column	Field Length	Data Type	Description	Location on Form	Form Instruction Page
1	1	12	A	EPA ID Number	Site ID Block	7
2	13	5	I	Page Number	Assigned By Respondent	-
3	18	2	I	System Required Field: Value = "01" for all records.		
4	20	4	A	Waste Form Code (First character is always "B".)	GM-I-H	14
5	24	1	A	Unit of Measure	GM-II-B	15
6	25	5	D2	Density	GM-II-B	15
7	30	1	A	Density Unit of Measure ("1" = lbs/gal "2" = sg)	GM-II-B	15
8	31	1	A	Waste Origin Code	GM-I-E	13
9	32	4	A	Origin System Type (First character is always "M".)	GM-I-E	13
10	36	1	A	On-site Handling ("Y" = YES "N" = NO)	GM-II-C	15
11	37	1	A	Off-site Handling ("Y" = YES "N" = NO)	GM-III-A	17
*12	38	1	A	System Required Field: Value = " " (blank) for all records.		
13	39	1	A	Point of Measurement	GM-I-G	14
14	40	1	A	RCRA-Radioactive Mixed	GM-I-I	14
15	41	4	A	SIC Code	GM-I-D	13
16	45	3	A	Source Code (First character is always "A".)	GM-I-F	14
*17	48	1	A	System Required Field: Value = " " (blank) for all records.		

FLAT FILE ID# - G1 (continued)						
Field Number	Starting Column	Field Length	Data Type	Description	Location on Form	Form Instruction Page
*18	49	12	D2	System Required Field: Value = " " (blank) for all records.		
19	61	12	D2	Quantity Generated 1997	GM-II-A	15
*20	73	1	A	System Required Field: Value = " " (blank) for all records.		
*21	74	12	D2	System Required Field: Value = " " (blank) for all records.		
*22	86	4	FD	System Required Field: Value = " " (blank) for all records.		
*23	90	12	D2	System Required Field: Value = " " (blank) for all records.		

NOTES:

The records in the "G1" flat file capture data elements that have a 1:1 relationship to the reported waste; for these data elements the reported waste may contain only one value. If you examine Form GM, you will note these data elements are as follows: GM Section I, Blocks D through I; GM Section II, Blocks A through C; GM Section III, Block A. The EPA ID Number and GM Page Number are the key fields for each record.

Fields with asterisks (*) indicate they will not be collected in the *1997 Hazardous Waste Report, Instructions and Forms*. Insert blank characters for the field.

Each record in the "G1" file must contain a unique page number.

FLAT FILE ID# - G2						
Source Form: GM		Description: EPA Hazardous Waste Codes for each GM page				
Record Length: 26		Block Size: 23452				
Field Number	Starting Column	Field Length	Data Type	Description	Location on Form	Form Instruction Page
1	1	12	A	EPA ID Number	Site ID Block	7
2	13	5	I	Page Number	Assigned by Respondent	-
3	18	2	I	System Required Field: Value = "01" for all records.		
4	20	3	I	Hazardous Waste Code Sequence Number	Assigned by Respondent	-
5	23	4	A	EPA Hazardous Waste Code	GM-I-B	12
<p>NOTES:</p> <p>The "G2" flat file captures only the information contained in Section I, Block B of Form GM. Here, the relationship of the data element to the reported waste is $n:1$. There can be multiple EPA waste codes for each unique reported waste. The EPA ID Number, the GM Page Number, and the Sequence Number are the key fields in each record. The "G2" records also require the respondent to assign a sequence number for each EPA waste code in a reported waste. Each record represents one (1) waste code associated with one (1) reported waste (GM page number).</p> <p>Records with the same page number must have unique sequence numbers and waste codes.</p>						

FLAT FILE ID# - G3						
Source Form: GM		Description: State Hazardous Waste Codes for each GM page				
Record Length: 28		Block Size: 23464				
Field Number	Starting Column	Field Length	Data Type	Description	Location on Form	Form Instruction Page
1	1	12	A	EPA ID Number	Site ID Block	7
2	13	5	I	Page Number	Assigned by respondent	-
3	18	2	I	System Required Field: Value = "01" for all records.		
4	20	3	I	State Hazardous Waste Code Sequence Number	Assigned by Respondent	-
5	23	6	A	State Hazardous Waste Code	GM-I-C	13
NOTES: The "G3" flat file is identical to the "G2" flat file except that the data element captured is the State hazardous waste code as described in GM Section I, Block C, and Field 5 must be six characters long. The EPA ID Number, GM Page Number, and the Sequence Number are the key fields in each record. The sequence number and waste code must be unique for all records with the same page number.						

FLAT FILE ID# - G4

This file is no longer necessary because the data transmitted in this file is no longer requested in the *1997 Hazardous Waste Report, Instructions and Forms*.

Do not include a G4 file in your data submission.

FLAT FILE ID# - G5						
Source Form: GM		Description: Off-site Management Information for the Reported Waste on Each GM Page				
Record Length: 53		Block Size: 23426				
Field Number	Starting Column	Field Length	Data Type	Description	Location on Form	Form Instruction Page
1	1	12	A	EPA ID Number	Site ID Block	7
2	13	5	I	Page Number	Assigned by Respondent	-
3	18	2	I	System Required Field: Value = "01" for all records.		
4	20	4	A	Off-site System Type (First character is always "M".)	GM-III-C	17
5	24	12	A	EPA ID No. of Off-site Facility Shipped to	GM-III-B	17
6	36	12	D2	Total Quantity Shipped to EPA ID in Field 5 in 1997	GM-III-E	17
7	48	5	I	Off-site Sequence Number	GM-III Site# Block	-
8	53	1	A	Off-site Availability Code	GM-III-D	17
<p>NOTES:</p> <p>The "G5" flat file captures off-site treatment information for the reported waste being reported as represented in GM Section III, Blocks B through E. The reporter will number the waste's off-site recipients 1 to <i>n</i>. A "G5" record is created for each site that received waste being reported. The EPA ID Number, GM Page Number, Off-site System Type, and Off-site EPA ID Number are the key fields in each record.</p> <p>There may be multiple records with the same page number. All records with the same page number value must have a unique combination of Off-site facility ID and Off-site system type codes.</p>						

FLAT FILE ID# - G6						
Source Form: GM		Description: On-site Management Information for the Reported Waste on Each GM Page.				
Record Length: 40		Block Size: 23440				
Field Number	Starting Column	Field Length	Data Type	Description	Location on Form	Form Instruction Page
1	1	12	A	EPA ID Number	Site ID Block	7
2	13	5	I	Page Number	Assigned by Respondent	-
3	18	2	I	System Required Field: Value = "01" for all records.		
4	20	4	A	On-site System Code (First character is always "M".)	See Section II	16
5	24	12	D2	Quantity Treated, Disposed, or Recycled On-site in 1997	See Section II	16
6	36	5	I	On-site Sequence Number	GM-II System # Block	-
<p>NOTES:</p> <p>The "G6" flat file captures On-site Treatment information as contained in the "On-site System 1" and "On-site System 2" blocks of GM Section II. Each "G6" record identifies one on-site treatment system type and the quantity of the reported waste that was treated in that on-site system. On-site systems for each reported waste are numbered 1 to <i>n</i>. The EPA ID Number, GM Page Number, and On-site System Type are the key fields in each record.</p> <p>There may be multiple records with the same page number. All records with the same page number value must have unique On-site system type codes and On-site sequence numbers.</p>						

FLAT FILE ID# - G7						
Source Form: GM		Description:		Text Description of Reported Waste for Each GM Page		
Record Length: 81		Block Size:		23409		
Field Number	Starting Column	Field Length	Data Type	Description	Location on Form	Form Instruction Page
1	1	12	A	EPA ID Number	Site ID Block	7
2	13	5	I	Page Number	Assigned by Respondent	-
3	18	2	I	System Required Field: Value = "01" for all records.		
4	20	2	I	Line/Sequence Number for Each 60-Character Line of Description Text	Assigned by Respondent	-
5	22	60	A	Waste Description	GM-I-A	12
<p>NOTES:</p> <p>The "G7" flat file captures the description of the reported waste corresponding to Form GM, Section I, Block A. The text description is limited to 720 characters and text must be parsed to 60-character lines numbered "01" to "12" by the respondent. Each "G7" record contains one 60-character line of the reported waste description. The EPA ID Number, GM Page Number, and Sequence Number are the key fields in each record.</p> <p>There may be multiple records with the same page number. All records with the same page number value must have unique line sequence numbers.</p>						

FLAT FILE ID# - G8						
Source Form: GM		Description: User Comments for Each GM Page				
Record Length: 81		Block Size: 23409				
Field Number	Starting Column	Field Length	Data Type	Description	Location on Form	Form Instruction Page
1	1	12	A	EPA ID Number	Site ID Block	7
2	13	5	I	Page Number	Assigned by respondent	-
3	18	2	I	System Required Field: Value = "01" for all records.		
4	20	2	I	Line/Sequence Number for Each 60-Character Line of Comment Text	Assigned by Respondent	-
5	22	60	A	Comments	Bottom of GM Form	11
<p>NOTES: The format of the "G8" flat file is identical to that of the "G7" flat file except that the records correspond to comment text for the GM form page. The EPA ID Number, GM Page Number, and Line Sequence Number are the key fields in each record.</p> <p>There may be multiple records with the same page number. All records with the same page number value must have unique line sequence numbers.</p>						

FLAT FILE ID# - G9
<p>This file is no longer necessary because the data transmitted in this file is no longer requested in the <i>1997 Hazardous Waste Report, Instructions and Forms</i>.</p> <p>Do not include a G9 file in your data submission.</p>

FLAT FILE ID# - R1						
Source Form: WR		Description:		Received Waste Description and Measurement Information		
Record Length: 59		Block Size:		23423		
Field Number	Starting Column	Field Length	Data Type	Description	Location on Form	Form Instruction Page
1	1	12	A	EPA ID Number	Site ID Block	7
2	13	5	I	Page Number	Assigned by Respondent	-
3	18	2	I	System Required Field: Value = "01" for all records.		
4	20	4	A	Form code (First character is always "B".)	WR-G	21
5	24	1	A	Unit of Measure	WR-F UOM	20
6	25	5	D2	Density	WR-F	20
7	30	1	A	Density Unit of Measure ("1" = lbs/gal "2" = sg)	WR-F	20
8	31	1	A	RCRA-Radioactive mixed	WR-H	21
9	32	4	A	System Type Code (First character is always "M".)	WR-I	21
10	36	12	A	Off-site Handler EPA ID Number	WR-D	20
11	48	12	D2	Quantity Received in 1997	WR-E	20
NOTES: The "R1" file captures data elements that have a 1:1 relationship to the received waste. The "R1" flat file may contain only one record for each received waste being reported. The EPA ID Number and WR Page Number are the key fields in each record. Each record in the "R1" file must contain a unique page number.						

FLAT FILE ID# - R2						
Source Form: WR		Description:		EPA Hazardous Waste Codes for Each Reported Waste Received		
Record Length: 26		Block Size:		23452		
Field Number	Starting Column	Field Length	Data Type	Description	Location on Form	Form Instruction Page
1	1	12	A	EPA ID Number	Site ID Block	7
2	13	5	I	Page Number	Assigned by Respondent	-
3	18	2	I	System Required Field: Value = "01" for all records.		
4	20	3	I	Hazardous Waste Code Sequence Number	Assigned by Respondent	-
5	23	4	A	EPA Hazardous Waste Code	WR-B	20
<p>NOTES:</p> <p>The "R2" file contains the EPA hazardous waste codes for each WR form page as described in Form WR, Block B. The waste codes describe the received waste. The EPA ID Number, WR Page Number, and Waste Code Sequence Number are the key fields in each record.</p> <p>Because more than one EPA hazardous waste code may be used to describe a received waste, multiple records may exist with the same page number. All records with the same page number must contain unique sequence numbers and waste codes.</p>						

FLAT FILE ID# - R3						
Source Form: WR		Description: State Hazardous Waste Codes for Each Reported Waste Received				
Record Length: 28		Block Size: 23464				
Field Number	Starting Column	Field Length	Data Type	Description	Location on Form	Form Instruction Page
1	1	12	A	EPA ID Number	Site ID Block	7
2	13	5	I	Page Number	Assigned by Respondent	-
3	18	2	I	System Required Field: Value = "01" for all records.		
4	20	3	I	State Hazardous Waste Code Sequence Number	Assigned by Respondent	-
5	23	6	A	State Hazardous Waste Code	WR-C	20
<p>NOTES:</p> <p>The rules for the "R3" file are identical to those of the "R2" except that the waste code is the State hazardous waste code as described in Form WR, Block C. The EPA ID Number, WR Page Number, and Waste Code Sequence Number are the key fields in each record.</p> <p>Because more than one state hazardous waste code may be used to describe a received waste, multiple records may exist with the same page number. All records with the same page number must contain unique sequence numbers and waste codes.</p>						

FLAT FILE ID# - R4						
Source Form: WR		Description:		Description of Reported Waste Received on Each WR Page		
Record Length: 81		Block Size:		23409		
Field Number	Starting Column	Field Length	Data Type	Description	Location on Form	Form Instruction Page
1	1	12	A	EPA ID Number	Site ID Block	7
2	13	5	I	Page Number	Assigned by Respondent	-
3	18	2	I	System Required Field: Value = "01" for all records.		
4	20	2	I	Line/Sequence Number for Each 60-Character Line of Description Text	Assigned by Respondent	-
5	22	60	A	Description of Received Hazardous Waste	WR-A	19
<p>NOTES: The "R4" flat file captures the received waste description corresponding to Form WR, Block A. The length of the text description is limited to 720 characters and must be parsed to 60-character lines numbered "01" to "12" by the respondent. The EPA ID Number, WR Page Number, and Line Sequence Number are the key fields in each record.</p> <p>Records with the same page number must have unique line/sequence numbers.</p>						

FLAT FILE ID# - R5						
Source Form: WR		Description: User Comments for Each WR Page				
Record Length: 81		Block Size: 23409				
Field Number	Starting Column	Field Length	Data Type	Description	Location on Form	Form Instruction Page
1	1	12	A	EPA ID Number	Site ID Block	7
2	13	5	I	Page Number	Assigned by Respondent	-
3	18	2	I	System Required Field: Value = "01" for all records.		
4	20	2	I	Line/Sequence Number for Each 60-Character Line of Comment Text	Assigned by Respondent	-
5	22	60	A	Comments	Bottom of WR Form	19
NOTES: The format of the "R5" flat file is identical to that of the "R4" flat file except that the records correspond to comment text for the WR form page. The EPA ID Number, WR Page Number, and Line Sequence Number are the key fields in each record. Records with the same page number must have unique line/sequence numbers.						

FLAT FILE ID# - T1
<p>This file is no longer necessary because the data transmitted in this file is no longer requested in the <i>1997 Hazardous Waste Report, Instructions and Forms</i>.</p> <p>Do not include a T1 file in your data submission.</p>

FLAT FILE ID# - T2
<p>This file is no longer necessary because the data transmitted in this file is no longer requested in the <i>1997 Hazardous Waste Report, Instructions and Forms</i>.</p> <p>Do not include a T2 file in your data submission.</p>

FLAT FILE ID# - T3
<p>This file is no longer necessary because the data transmitted in this file is no longer requested in the <i>1997 Hazardous Waste Report, Instructions and Forms</i>.</p> <p>Do not include a T3 file in your data submission.</p>

FLAT FILE ID# - T4
<p>This file is no longer necessary because the data transmitted in this file is no longer requested in the <i>1997 Hazardous Waste Report, Instructions and Forms</i>.</p> <p>Do not include a T4 file in your data submission.</p>

FLAT FILE ID# - O1						
Source Form: OI		Description: Identification of All Handlers to Whom or from Whom Waste Was Shipped, and Transporters				
Record Length: 170		Block Size: 3740				
Field Number	Starting Column	Field Length	Data Type	Description	Location on Form	Form Instruction Page
1	1	12	A	EPA ID Number	Site ID Block	7
2	13	12	A	Off-site Installation or Transporter EPA ID Number	OI-A	Back of Form
3	25	5	I	Page Number	Assigned by Respondent	Back of Form
4	30	2	I	System Required Field: Value = "01" for all records.		
5	32	1	A	Handler Type = Generator ("X" = True " " = False)	OI-C	Back of Form
6	33	1	A	Handler Type = Transporter ("X" = True " " = False)	OI-C	Back of Form
7	34	1	A	Handler Type = TSDR ("X" = True " " = False)	OI-C	Back of Form
8	35	40	A	Name of Off-site Installation or Transporter	OI-B	Back of Form
9	75	30	A	1st Street Address Line of Installation or Transporter	OI-D	Back of Form
10	105	30	A	2nd Street Address Line of Installation or Transporter	OI-D	Back of Form
11	135	25	A	City	OI-D	Back of Form
12	160	2	A	State	OI-D	Back of Form
13	162	9	A	Zip Code	OI-D	Back of Form
NOTES: The relationship among all site information data elements is 1:1. All "O1" records will be unique. The EPA ID Number and OI Page Number are the key fields in each record. Each record in the "O1" file must contain a unique page number.						

FLAT FILE ID# - O2						
Source Form: OI		Description:		User Comments		
Record Length: 81		Block Size:		3807		
Field Number	Starting Column	Field Length	Data Type	Description	Location on Form	Form Instruction Page
1	1	12	A	EPA ID Number	Site ID Block	7
2	13	5	I	Page Number	Assigned by Respondent	-
3	18	2	I	System Required Field: Value = "01" for all records.		
4	20	2	I	Line/Sequence Number for Each 60-Character Line of Comment Text	Assigned by Respondent	-
5	22	60	A	Comments	Bottom of OI Form	Back of Form
<p>NOTES: The "O2" flat file captures the text "Comments" for each OI page number. The length of the text description is limited to 720 characters and must be parsed to 60-character lines numbered "01" to "12" by the respondent. Each "O2" record contains the line number and its respective 60-character text block. The EPA ID Number, OI Page Number, and Line Sequence Number are the key fields in each record.</p> <p>Records with the same page number must have unique line/sequence numbers.</p>						

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APPENDIX B

Flat File Examples

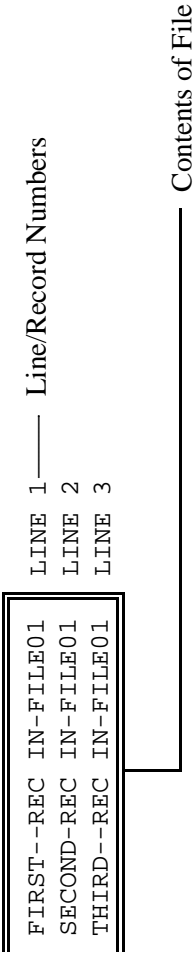
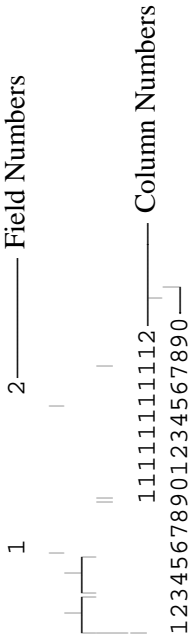
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This appendix contains diagrams of the flat files that would have been correctly generated for the "Waste Disposal, Inc." example forms beginning on page A-26 of the *1997 National Hazardous Waste Report, Instructions and Forms*.

The fields, column numbers, and line numbers are indicated for each flat file. The actual contents of the flat file appear below and to the left of the double line border.

Legend:



Control File
Correctly Named: H5868103.CL4[illegible]

G3 Flat File Correctly Omitted. Data not present on forms.

G4 Flat File Correctly Omitted. Data not requested in the *1997 Hazardous Waste Report, Instructions and Forms*.

G5 Flat File Correctly Omitted. Data not present on forms.

G6 Flat File Correctly Named: H5868103.G64

1 2 3 4 5 6
111111111122222222223333333334
1234567890123456789012345678901234567890
ABD5868103490000301M132000000760.0000001 LINE 1
ABD5868103490000401M132000000100.0000001 LINE 2
ABD5868103490000501M1350000006000.0000001 LINE 3

G9 Flat File Correctly Omitted. Data not requested in the 1997 Hazardous Waste Report, Instructions and Forms.

R1 Flat File
Correctly Named: H5868103.R14[illegible]

ABD5868103490000101B203508.0012M041XYD910848737000007500.00	LINE 1
ABD5868103490000201B601200.002M042YZD567890123000000001.00	LINE 2
ABD5868103490000301B502200.002M111YZD567890123000000050.00	LINE 3
ABD5868103490000401B502200.002M111CDD987654321000000020.00	LINE 4
ABD5868103490000501B502200.002M111EFD123456789000000010.00	LINE 5

Note: The five WR records appearing on the printed form example pages 6 and 7 are distinguished in the "R" files by incrementing the page number (Field #2) from "00001" to "00005". In effect, electronic reporting allows only one WR record per page.

T3 Flat File Correctly Omitted. Data not requested in the *1997 Hazardous Waste Report, Instructions and Forms*.

T4 Flat File Correctly Omitted. Data not requested in the *1997 Hazardous Waste Report, Instructions and Forms*.

O1 Flat File Correctly Omitted. Data not present on forms.

O2 Flat File Correctly Omitted. Data not present on forms.

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APPENDIX C

Annotated Forms

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This appendix contains 1997 Hazardous Waste Report Forms that have been annotated to cross-reference the flat file specifications contained in Appendix B of this document. The annotated forms are provided to help reporters understand the relationships between the standard reporting forms and the electronic reporting flat files.

The flat file reference in each answer block on an annotated form identifies the flat file and field number used to store data collected in that block. For example, if you examine Section I, Block D of the annotated Form GM, you will see the reference G1-15. The G1-15 reference indicates that the data collected on Form GM in Section I, Block D are stored in the G1 flat file in Field 15.

For references identifying the flat file as G(x), R(x), and O(x), each of the flat file numbers is substituted for the "x". For example, a cross-reference identified as R(x)-2 indicates that the associated information is stored in Field 2 of all R flat files (i.e., R1, R2, R3, R4, and R5).

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FORM GM

BEFORE COPYING FORM, ATTACH SITE IDENTIFICATION LABEL OR ENTER:

SITE NAME: _____

EPA ID NO: [] [] [] [] [] [] [] [] [] []

G(x) - 1

U.S. ENVIRONMENTAL
PROTECTION AGENCY

1997 Hazardous Waste Report

FORM
GMWASTE GENERATION
AND MANAGEMENT

Instructions: Please see the detailed instructions beginning on page 11 of the instructions and forms booklet before completing this form. In addition, the page number for instructions specific to each box is provided in parentheses.

Sec. I	A. Waste description (page 12) G7-4 = LINE SEQUENCE NUMBER G7-5 = 60 CHARACTER LINE OF TEXT				
B. EPA hazardous waste code (page 12) [] [] [] [] G2-4 [] [] [] [] G2-5			C. State hazardous waste code (page 13) G3-4 G3-5 [] [] [] []		
D. SIC code (page 13) G1-15 [] [] []	E. Origin code (page 13) System Type G1-8 G1-9 [] [] []	F. Source code (page 14) G1-16 [] [] []	G. Point of measurement (p. 14) G1-13 []	H. Form code (page 14) G1-4 [] [] []	I. RCRA-radioactive mixed (page 14) G1-14 [] [] []
Sec. II	A. Quantity generated in 1997 (page 15) G1-19 [] [] [] [] [] [] [] [] [] []		B. UOM (page 15) G1-5 G1-6 Density [] [] [] G1-7 <input type="checkbox"/> 1 lbs/gal <input type="checkbox"/> 2 sg		C. Did this site do any of the following to this waste: treat on site, dispose on site, recycle on site, or discharge to a sewer/POTW? (page 15) G1-10 <input type="checkbox"/> 1 Yes (CONTINUE TO ON-SITE PROCESS SYSTEM 1) <input type="checkbox"/> 2 No (SKIP TO SEC. III)
ON-SITE PROCESS SYSTEM 1 G6-6			ON-SITE PROCESS SYSTEM 2 G6-6		
On-site process system type (page 16) G6-4 [] [] [] []			Quantity treated, disposed, or recycled on site in 1997 (page 16) G6-5 [] [] [] [] [] [] [] [] [] []		
On-site process system type (page 16) G6-4 [] [] [] []			Quantity treated, disposed, or recycled on site in 1997 (page 16) G6-5 [] [] [] [] [] [] [] [] [] []		
Sec. III	A. Was any of this waste shipped off site in 1997 for treatment, disposal, or recycling? (page 17) <input type="checkbox"/> 1 Yes (CONTINUE TO BOX B) <input type="checkbox"/> 2 No (FORM IS COMPLETE) G1-11				
Site 1 G5-7	B. EPA ID No. of facility waste was shipped to (page 17) G5-5 [] [] [] [] [] [] [] [] [] []	C. System type shipped to (p.17) G5-4 → [] [] [] []	D. Off-site availability code (page 17) G5-8 []	E. Total quantity shipped in 1997 (page 17) G5-6 [] [] [] [] [] [] [] [] [] []	
Site 2 G5-7	B. EPA ID No. of facility waste was shipped to (page 17) G5-5 [] [] [] [] [] [] [] [] [] []	C. System type shipped to (p.17) G5-4 → [] [] [] []	D. Off-site availability code (page 17) G5-8 []	E. Total quantity shipped in 1997 (page 17) G5-6 [] [] [] [] [] [] [] [] [] []	
Site 3 G5-7	B. EPA ID No. of facility waste was shipped to (page 17) G5-5 [] [] [] [] [] [] [] [] [] []	C. System type shipped to (p.17) G5-4 → [] [] [] []	D. Off-site availability code (page 17) G5-8 []	E. Total quantity shipped in 1997 (page 17) G5-6 [] [] [] [] [] [] [] [] [] []	

BEFORE COPYING FORM, ATTACH SITE IDENTIFICATION LABEL
OR ENTER:

[illegible]

1997 Hazardous Waste Report

**FORM
WR**

WASTE RECEIVED FROM OFF SITE

Waste 1	A. Description of hazardous waste (page 19) R4-4 = LINE SEQUENCE NUMBER R4-5 = 60 CHARACTER LINE OF TEXT		B. EPA hazardous waste code (page 20) <div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div> R2-4 <div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div> R2-5		C. State hazardous waste code (page 20) <div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div> R3-4 R3-5	
	D. Off-site handler EPA ID number (page 20) R1-10 <div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div>		E. Quantity received in 1997 (page 20) R1-11 <div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div> .		F. UOM (page 20) Density R1-6 <div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div> . R1-5 <div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div> 1 lbs/gal 2 sg R1-7	
G. Form code (page 21) R1-4 <div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div> B		H. RCRA-radioactive mixed (page 21) R1-8 <div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div>		I. System type (page 21) R1-9 <div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div> M		

[illegible]

Waste 3	A. Description of hazardous waste (page 19)		B. EPA hazardous waste code (page 20)		C. State hazardous waste code (page 20)	
			<div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div>		<div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div>	
D. Off-site handler EPA ID number (page 20) <input type="checkbox"/> Check if same as in Waste 2			E. Quantity received in 1997 (page 20)			F. UOM (page 20)
<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>			<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div>			<div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <input type="checkbox"/> 1 lbs/gal <input type="checkbox"/> 2 sg </div>
G. Form code (page 21)		H. RCRA-radioactive mixed (page 21)			I. System type (page 21)	
<div> <div></div> <div></div> </div>		<div> <div></div> <div></div> </div>			<div> <div></div> <div></div> </div>	

BEFORE COPYING FORM, ATTACH SITE IDENTIFICATION LABEL OR ENTER:

EPA ID NO: | | | | | | | |



FORM
OI

1997 Hazardous Waste Report

OFF-SITE IDENTIFICATION

Site 1	A. EPA ID No. of off-site installation or transporter O1-2 <div></div>	B. Name of off-site installation or transporter O1-8
	C. Handler type (CHECK ALL THAT APPLY) <div><input type="checkbox"/> Generator O1-5</div> <div><input type="checkbox"/> Transporter O1-6</div> <div><input type="checkbox"/> TSDR facility O1-7</div>	D. Address of off-site installation O1-9 ADDR, LINE 1 O1-10 ADDR, LINE 2 Street _____ City <div>O1-11</div> State <div></div> O1-12 Zip <div></div> - <div></div> O1-13
Site 2	A. EPA ID No. of off-site installation or transporter <div></div>	B. Name of off-site installation or transporter
	C. Handler type (CHECK ALL THAT APPLY) <div><input type="checkbox"/> Generator</div> <div><input type="checkbox"/> Transporter</div> <div><input type="checkbox"/> TSDR facility</div>	D. Address of off-site installation Street _____ City _____ State <div></div> Zip <div></div> - <div></div>
Site 3	A. EPA ID No. of off-site installation or transporter <div></div>	B. Name of off-site installation or transporter
	C. Handler type (CHECK ALL THAT APPLY) <div><input type="checkbox"/> Generator</div> <div><input type="checkbox"/> Transporter</div> <div><input type="checkbox"/> TSDR facility</div>	D. Address of off-site installation Street _____ City _____ State <div></div> Zip <div></div> - <div></div>
Site 4	A. EPA ID No. of off-site installation or transporter <div></div>	B. Name of off-site installation or transporter
	C. Handler type (CHECK ALL THAT APPLY) <div><input type="checkbox"/> Generator</div> <div><input type="checkbox"/> Transporter</div> <div><input type="checkbox"/> TSDR facility</div>	D. Address of off-site installation Street _____ City _____ State <div></div> Zip <div></div> - <div></div>
Site 5	A. EPA ID No. of off-site installation or transporter <div></div>	B. Name of off-site installation or transporter

FORM OI

C. Handler type (CHECK ALL THAT APPLY) <input type="checkbox"/> Generator <input type="checkbox"/> Transporter <input type="checkbox"/> TSDR facility	D. Address of off-site installation Street _____ City _____ State <input type="text"/> Zip <input type="text"/> - <input type="text"/>
Comments: O2-4 = LINE SEQUENCE NUMBER O2-5 = 60 CHARACTER LINE OF TEXT	

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APPENDIX D

Site Transmittal Form

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Before filing an electronic submission, filers should contact the State in which they are filing to determine if the State requires the use of a specific Site Transmittal Form. Filers may also contact the EPA RCRA, Superfund, and EPCRA Hotline at 1-800-424-9346 (703-412-9810 in the Washington, D.C., metropolitan area). The Hotline operates Monday through Friday from 9:00 a.m. to 6:00 p.m. (Eastern Standard Time), and is closed on Federal holidays.